

NORTH CENTRAL DISTRICT - MAHA

BYLAWS

ARTICLE I-NAME

The name of this organization shall be the North Central District, Michigan Association of Healthcare Advocates, herein referred to as NCD/MAHA

ARTICLE II-PURPOSE

The purpose of this organization shall be to:

- A Provide support to the Michigan Association of Healthcare Advocates.
- B. Encourage the development of existing Hospital Auxiliaries, Volunteers or Guilds and the organization of new auxiliaries, Volunteers or Guilds within the NCD/MAHA.
- C. Coordinate the activities of all auxiliaries, Volunteers or Guilds to their mutual benefit.
- D. Encourage programs of assistance to hospitals for the improvements of patient care.
- E. Encourage involvement of members for leadership within the NCD.

ARTICLE III - MEMBERSHIP AND DUES

- A Any auxiliary, Volunteer Group, or Guild whose hospital is an institutional member of the Michigan Health and Hospital Association and whose hospital is within the geographical confines of the NCD is eligible for membership in the organization. These counties are as follows: Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon and Wexford.
- B. Annual dues are payable by April 1st and become delinquent one month past. Possible dues increases may be voted on at the fall meeting providing a letter of intent has been sent to each auxiliary, Volunteer Group or Guild at least one month prior to the meeting. Assessment may be voted on at the Spring Meeting providing a letter of intent has been sent to each auxiliary, Volunteer Group or Guild at least one month previous to the meeting. Each member auxiliary of NCD shall be notified by the NCD Treasurer by February 15th of dues payable.
- C. Loss of Membership
 - 1. An auxiliary, Volunteer Group or Guild whose hospital loses its membership in the Michigan Health and Hospital Association may no longer continue as a member of NCD/MAHA.

2. An auxiliary, Volunteer Group or Guild membership in NCD is terminated by non payment of dues within 60 days from April 1st, or by resignation. A written notice of resignation must be filed with the NCD secretary.

D. Reinstatement of Membership

1. Should a hospital membership in the Michigan Health and Hospital Association be reinstated, the auxiliary of that hospital may petition the Executive Committee of NCD/MAHA for reinstatement.
2. An auxiliary, Volunteer Group or Guild whose membership has been dropped because of non payment of dues may petition the Executive Board of NCD/MAHA for reinstatement and upon payment of dues.

ARTICLE IV - MEETINGS

A. Meetings of NCD/MAHA will be held as follows:

1. The Fall Meeting shall be held in September with the date approved by the MAHA President and President-elect. Auxiliaries will be notified to "save the date" a minimum of six months in advance.
2. The Annual Meeting shall be held in May with the date approved by the MAHA President and President-elect This meeting is for the purpose of election and installation of officers and any other business that may come before this meeting. Auxiliaries will be notified to "save the date" a minimum of six months in advance.

B. Special meetings may be called by the President, the NCD Board, or by written request of any three member auxiliaries, Volunteer Groups or Guilds. The Secretary shall give at least ten days notice of time, place and purpose of all special meetings. No business may be transacted at a special meeting except that which has been included in the notice of the meeting.

C. Each member auxiliary, Volunteer Group or Guild shall be entitled to two voting delegates. One delegate shall be the Auxiliary, Volunteer Group or Guild President or his/her duly appointed representative. The second delegate shall be from the membership at large. All other registered auxiliaries, Volunteers or Guild members shall be non voting delegates.

D. Quorums

1. At all District meetings, one-half of the member auxiliaries, Volunteers or Guilds must be represented to provide a quorum.
2. A majority of the elected officers shall constitute a quorum at the NCD Board meetings called.

ARTICLE V - OFFICERS

The elected officers of the NCD/MAHA shall be:

1. President
 2. President Elect
 3. Vice President of Membership
 4. Vice President of Legislation
 5. Secretary
 6. Treasurer
- B.** The Executive Board shall consist of the six elected officers and the immediate Past President, who shall assume the role of Counselor.
- C.** The term of office for all elected officers shall be for two years.
- D.** A candidate for the office of President and or President Elect shall have served on the NCD or MAHA Board for a minimum of one year prior to being elected unless there is no candidate that meets this criterion, in which case with the approval of the Executive Board, another candidate may serve.
- E.** Any vacancy occurring in any office, other than that of President, shall be filled by the President with the approval of the Executive Board.
- F.** Should the office of President become vacant, the President Elect shall immediately become acting President for the remainder of the term.
- G.** Duties of the Officers are described in the Board Manual.

ARTICLE VI - COMMITTEES

- A.** Standing Committees shall be those necessary for the proper functioning of the organization.
- B.** Ad Hoc Committees may be appointed by the President. They shall report directly to the President. Written reports of their activities shall be maintained by the Secretary. These committees cease to exist once their work is completed and a full report has been made to the Board.
- C.** The President shall appoint the Nominating Committee at the first Board meeting following the Annual Meeting. The Nominating Committee shall consist of the Counselor as Chair, the President Elect, and one board member appointed by the President. The Nominating Committee, if at all possible, should represent three different auxiliaries.

ARTICLE VII - NOMINATIONS AND ELECTIONS

A. Nominations

1. The Nominating Committee shall submit for publication the slate of Officers to each Auxiliary, Volunteer Group or Guild President by March 15th and publish the slate in the Spring District Newsletter (if one is published). All persons nominated must have been contacted prior to the Newsletter publication and have signed a consent form agreeing to the presentation of their name to the slate.
2. Additional nominations may be made, in writing, at least ten days prior to the Annual Meeting. A written consent form from the nominee must accompany the letter of nomination.
3. No nominations may be made from the floor.

B. Elections

1. Officers shall be elected at the Annual Meeting by a majority of those present and eligible to vote.
2. If more than one nominee, election shall be by ballot for that office. If there is but one nominee per office, the Secretary may be instructed to cast the elective ballot.

ARTICLE VIII - FISCAL YEAR

The fiscal year shall be from Annual Meeting to Annual Meeting.

ARTICLE IX - METHODS OF REVISION

- A. These bylaws may be revised upon the recommendation of the bylaws committee and approved by the Executive Board.
- B. Revisions become effective upon approval of two thirds of the voting member Auxiliaries, Volunteer Groups or Guilds provided the proposed revision has been submitted in writing or read to members prior to the meeting upon which action is taken.

Revised: September, 2003, August, 2007, May 2008, September 2010, May 2011

NCD – MAHA Bylaws

Approval of the NCD Board: September 30, 2014

Vivian Mettler, President

Lola Mc Allister, Secretary